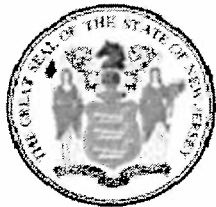


# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### Technical Assistant, Personnel



**SALARY RANGE:** \$39,145.55 - \$55,161.41 (V17)

**HOURS OF WORK:** 8:30 a.m. - 4:30 p.m.

**POSTING PERIOD FROM:** October 21, 2015

**TO:** November 4, 2015

**OPEN TO:** ☐ Unit Scope: \_\_\_\_\_ ☐ Division Wide  
☐ Department Wide (open to Treasury employees)  
☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**  
Division of Administration  
Office of Human Resources  
50 West State Street, 2<sup>nd</sup> Floor  
Trenton, NJ 08625

#### **JOB DESCRIPTION:**

Under the direction of the Payroll Unit Supervisor, is responsible for: regular and supplemental payroll processing; verification, certification and processing of various payroll forms, including but not limited to W-4's, Direct Deposit, retirement applications, purchase of service credit, SCOR payments, Health and/or Dental applications; paycheck distribution; regular/ routine interaction with Department management/supervisors, employees, outside agencies and Human Resources office staff in the performance of payroll duties; use of various automated personnel systems, (PMIS, PRON, TREADHOC, SHIPS, eCATS, EPIC, TLRs) in the performance of daily assignments; and performs other related duties as required.

**REQUIREMENTS:** Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

**EDUCATION:** Successful completion of sixty (60) semester hours at an accredited college or university.

**EXPERIENCE:** Two (2) years of experience in technical, clerical personnel work involving the application of procedural rules, regulations, policies and procedures.

Applicants who do not possess the required education may substitute experience on a year for year basis with 30 semester credits being equal to one year of experience.

**NOTE:** Proficiency in Business Objects is preferred.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Subject line: Technical Assistant, Personnel)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Any appointment resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**JOB POSTING AUTHORIZED BY:**

A handwritten signature in black ink, appearing to read "Doug J. Ianni".

Douglas J. Ianni, Human Resources Officer

*New Jersey is an Equal Opportunity Employer*